



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

Board of Selectmen Meeting Minutes

Monday, December 3, 2012 at 6:00 P.M.

Community Room, Town Offices, 25 Bryant Lane

Members Present: Selectman Rick Reault, Selectman Robert Jackson, Selectman Allen Curseaden, Selectman Corliss Lambert, Selectwoman Karyn Puleo

Staff Present: Town Administrator Michael Gilleberto, Admin Assistant Therese Gay

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

1. 6:00 PM Open Meeting/Pledge of Allegiance/Board Introduction/Read Agenda

The Chairman called the meeting to order. The Pledge of Allegiance was recited. The Agenda was read by Rick Reault, Clerk. The Board was introduced.

2. Meeting Minutes Pending

A. Monday November 19, 2012 and Executive Session

The minutes have been deferred till January 7, 2013 meeting.

3. Citizen/Business Time

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

A. PayPlus, LLC

Mr. Greg Costas has been in business for 10 years, just recently moved from Westford to Tyngsborough. He processes payroll for small businesses. His telephone number is 978 649-3777.

4. 6:05 PM New Business

A. Employee Anniversary Recognition

The Board deferred 4A to the December meeting and will invite the employees.

B. Joint Meeting with Recreation Committee - Billboard

The Board met with Members of the Recreation Dept. to discuss the placement of a bill board on town property that abuts the state property along the Rte 3 highway. The purpose of the bill board is to rent space for ads to raise additional revenues to be used for the maintenance of fields. The Board is in support of the bill board. The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Reault to allow the Town Administrator and the Recreation Director to work together to write a RFP with the appropriate officials. The Administrator thanked Allison Page, Theresa Clawson and Scott Ellis for their time and efforts on putting together the Festival of Trees program, Allison, Theresa and Scott have put forth a great effort on behalf of the Town. Thank you.

C. IRS mileage reimbursement rate - Approve adjustment

The Board reviewed the mileage reimbursement rate and voted 4-0-1 on a motion by Selectman Reault, second by Selectwoman Puleo to approve the adjustment to the mileage reimbursement rate of \$.56.54.

D. Fuel Efficient Vehicle Policy – Approve Update

The update to the fuel efficient vehicle policy ties fuel economy rates to ever-changing established Federal Vehicle standards rather than specifying the actual standard. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to accept the updated DOER fuel efficient vehicle policy to include the reference to the previous standard in compliant.

E. FY 2014-2018 Capital Budget – Review Proposed Submissions

The Administrator noted that the Capital Asset Management Committee has requested proposals from departments for FY2014-2018. The department heads submitted request for their respective buildings, however I have prepared requests for non-departmental capital assets under the control of the Board of Selectmen. 1) Town Building Feasibility Study (estimated at \$50,000) – Much discuss has occurred regarding the potential re-use of vacant Town property. A feasibility study would allow the Board to obtain information about the condition, estimated cost for repair, current and potential use, and potential market value of vacant Town property. 2) Town Offices: carpets (estimated at \$40,000) – the condition of carpeting has repeatedly been a finding by our insurer. Carpets in nearly all Town offices, excluding the Library, require replacement. 3) Town Offices: emergency generator (estimated at \$25,000) – Frequent loss of power causes interruption to productivity in the Town Offices. This amount would cover the installation of a generator and associated switching. 4) Town Offices: security system (\$10,000) – This would cover the installation of an alarm and video cameras. 5) Winslow School ventilation (\$10,000) – this maintenance expense would improve the condition of the environment in the Winslow School, reducing the incidence of mold etc.

After some discussion the Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to forward to the Capital Asset Management Committee the list of requests in its entirety. The Board would like to see progress after the study is done.

F. Worden Road Conservation property – Approve Acceptance

The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Lambert to approve the acceptance of 8 acres of land on Worden Road and to sign the lease to the Conservation Commission for recreation land pursuant by Mrs. Sandra Malloy.

G. 2013-2014 Legislative Session Priorities – Discuss

Discussion was deferred to Monday December 17, 2012.

H. 2013 License Renewals

- **Common Victualler Licenses, Class I, II, and III Licenses, General Licenses/Entertainment/Auto Amuse and Liquor Licenses**

The approval of license renewals was deferred to Monday December 17, 2012.

I. Interim Town Accountant – Extend Appointment

The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Lambert to extend the appointment of the Interim Town Account for 90 days, appointment to end March 30, 2013.

J. Chief Procurement Officer - Appointment

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to appoint the Town Administrator as the Chief Procurement Officer, term to expire June 30, 2013.

5. Old Business

A. Sealer of Weights and Measures - Appoint

The Board deferred the appointment until Monday December 17, 2012.

6. Citizen/Business Time – No one came forward this evening.

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7. Correspondence

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The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectwoman Puleo to accept the correspondence as read. The Administrator received a request for a BYOB license; the Administrator will discuss the request with Town Counsel and brought forward a request from Tyngsboro Motors requesting his restrictions be rescinded.

8. Review of Weekly Warrants

The Administrator read the following warrant into the record, Warrant #23P for \$886,703.17 on 12/3/2012 and Warrant #23B for \$785,976.07 on 12/3/12.

9. Town Administrator's Reports

Response to Selectmen's Requests

- Reports from Town Counsel and the Building Commissioner regarding Tyngsboro Sports Center are in your packets.
- I am attempting to re-schedule the Director and Counsel for the Dracut Water Supply District for the January 10th meeting.

Budget Status

- Per the vote of the Selectmen of December 20, I am working with the Finance Committee's designee (Rob Mullin) to proceed with the FY 2012 budget process.
- The Capital Asset Management Committee has begun the process for updating the Five Year Capital Plan. We await the school request and are also evaluating how much money might be available for expenditure this FY or next.

Departmental Information

- Attached please a copy of an offer letter for Kristine Hartwell for the position of Highway Clerk
- With the recent generous gift of a flat screen television to the Senior Center, we now have a surplus television. A request has gone out to departments to see if this property can be utilized elsewhere. Otherwise, we will surplus it off to the highest bidder via an advertisement on Channel 8 and the Town website.

Other

- In your correspondence, please refer to a request from S and R corporation requesting access to Town property for a construction easement. They have submitted a release and proof of insurance, which is under review by Town Counsel.

The Board voted 5-0-0 on a motion by Selectwoman Puleo, second by Selectman Lambert to approve the request from S&R Corp to access Town Property for a construction easement.

- Attached please find a copy of my letter responding to a request for information submitted by Mr. Jeffrey Carlsen.
- Attached please find a copy of a memorandum I sent out to the Finance Committee and the School Committee concerning the newly-formed Insurance Committee.
- Attached please find a copy of a letter I sent to the Assessors clarifying the intention of the Selectmen and Town meeting restoring employee hours.
- Attached please find a letter to the Inspector general delegating purchasing authority for the Public Schools. Mr. Messina is a certified Purchasing Agent.
- Attached please find a copy of correspondence with a resident concerning a damaged mailbox. The Highway Department addressed the issue the next day.
- Attached please find a copy of a memorandum I sent to the Cultural Council to kick-off their review. They are schedule to meet on January 5th.

- Attached please find a copy of a letter in response to a resident letter concerning the Pawtucket Boulevard Realignment Project.
- Attached please find a copy of a letter sent out to department heads and boards concerning egress/exit from public buildings.
- Copies of letters to open negotiations with SEIU unions for FY 2012 are attached. While the Evergreen Clause in all likelihood negates the need for these letters, they were sent to reserve our rights.
- Attached please find a copy of a letter replying to a request from resident of Pennsylvania.

The Administrator requests the Board to close the town offices on Christmas Eve. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to close the town offices on Christmas Eve, December 24, 2012.

10. Selectmen's Reports

Selectwoman Puleo spoke to having a Free Cash Use Policy to assist in the distribution of free cash when working with the Fiscal budget. Selectman Lambert suggested the Finance Committee and the Selectmen work on the free cash. The Board deferred the discussion to Monday December 17, 2012.

11. Executive Session

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to enter into Executive Session to discuss the following:

- A. Exemption One - To discuss the possible discipline or dismissal of, or complaints or charges brought against, a public employee.
- B. Exemption Two - To conduct strategy sessions in preparation for negotiations with nonunion personnel or conduct contract negotiations with non-union personnel - Deputy Police Chief.

and to exit the executive session only to adjourn. The Board entered into Executive Session at 8:08 PM. Roll Call Vote: Selectman Rick Reault, yes; Selectman Robert Jackson, yes; Selectman Allen Curseaden, yes; Selectman Corliss Lambert, yes.

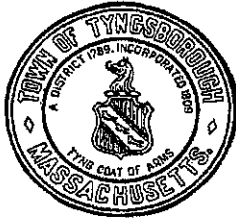
12. Adjournment

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to adjourn the meeting. The meeting adjourned at 10:15 PM.

Respectfully submitted

Approved on Monday January 7, 2013

Therese Gay
Admin Assistant



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8. Review of Weekly Warrants

9. Town Administrator's Reports

- Response to Selectmen's Requests
- Budget
- Departmental Information
- Contracting/Procurement
- Other

10. Selectmen's Reports

11. Executive Session (if needed)

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

A. Exemption One - To discuss the possible discipline or dismissal of, or complaints or charges brought against, a public employee.

B. Exemption Two - To conduct strategy sessions in preparation for negotiations with nonunion personnel or conduct contract negotiations with non union personnel - Deputy Police Chief.

12. Adjournment

Future Meetings

Monday, December 17, 2012 at 6:00 PM at the Town Offices

Monday, January 7, 2013 at 6:00 PM at the Town Offices

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